Town of Sunset Beach
Planning Board Meeting

Meeting Minutes of September 21, 2017

Members Present: Chairperson Tom Vincenz, Noelle Kehrberg, Len Steiner

Members Absent: Greg Jensen

Staff Present: Susan Parker; Town Administrator, Hiram J. Marziano II; Planner, Cindy Nelson; Planning Board Secretary

Others Present: N/A

Chairperson Tom Vincenz called the meeting to order at 9:00 a.m. and established that a quorum was present.

Amend or Approve Agenda: Amend the agenda to add to New Business for the UDO to include the Building Inspector under a newly established Part VII of Article 3. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE REVISED AGENDA. MOTION MOVED BY NOELLE KEHRBERG, WITH A SECOND MADE BY LEN STEINER. MOTION CARRIED UNANIMOUSLY.

The Pledge of Allegiance was recited by all in attendance.

Chairperson Vincenz requested that the agenda item "Postpone or Withdrawal Requests" be removed from future agendas. It is confusing as there is already an agenda item for "Amend or Approve Agenda".

Public Comments: None

Consideration of Approval of Minutes: Consideration of approval of minutes from the September 7, 2017 Meeting. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE MINUTES WITH ONE CORRECTION AS NOTED BY LEN STEINER. MOTION MOVED BY NOELLE KEHRBERG, WITH A SECOND MADE BY LEN STEINER. MOTION CARRIED UNANIMOUSLY.

Old Business

Gateway Overlay Corridor District, Discussion Item w/Attachment.
Discussion took place on the most recent changes to the ordinance. The Board was in agreement with the proposal. Chairperson Vincenz suggested that advertising for this text amendment can go along at the same time the sign ordinance amendments are ready.

Special Event Signage. Discussion Item w/Attachment.

Discussion ensued between the Town Administrator Susan Parker and the Planning Board. The Planning Board was receptive to the proposed changes such as: allowing special event signage to be placed at the park and at the gazebo parking lot, however, the Board was not in favor of allowing special event signage at the Town entrance areas.

The Board also agreed to change the time that special repetitive event signage can remain up at the park and gazebo from twelve weeks to twenty-five weeks, and, to change the timeframe allowed for the signs to be up after an event has concluded from forty-eight hours to twenty-four hours.

New Business

Agenda Addition to Amend the Town of Sunset Beach UDO to Include the Building Inspector Under a Newly Established Part VII of Article 3.

Hiram explained the purpose of amendment to Article 3. It was removed from the 2012 UDO re-write and therefore needs to be added back in. The amendment covers the duties, responsibilities and authority of the building inspectors.

With the Planning Boards acceptance of the new language, Hiram will have the Text Amendment ready to present at the October 5th meeting as an action item.

Administrative Items

a. Director and Staff Comments

Chairperson Vincenz stated that he has started the process of looking at business/commercial parking requirements in neighboring communities versus what our standard says.

Noelle Kehrberg reported that Smart Yard Magazines were passed out at a meeting for island residents a couple weeks ago. Noelle further mentioned that the Sandpiper Bay development

could use some guidance in stormwater management. She added that maybe the new stormwater manager could make that connection. Town Administrator Susan Parker added that a graduate student will be starting after January 1st who will able to assist with community outreach and education.

Chairperson Vincenz mentioned that he will not be at the October 19th meeting. The Board unanimously agreed to cancel the meeting.

b. Board Member Comments and Request for Future Agenda Items-None

Public Comments-None

Adjournment: 9:35 AM. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO ADJOURN. MOTION MOVED BY LEN STEINER. SECOND MADE BY NOELLE KEHRBERG. MOTION CARRIED UNANIMOUSLY.

TOWN OF SUNSET BEACH
OFFICIAL SEAL
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Town of Sunset Beach
Planning Board

Tom Vincenz

Tom Vincenz, Chairperson

Submitted by:

Cynthia Nelson

Cynthia Nelson, Planning Board Secretary

***Minutes from the September 7, 2017 meeting were approved at the September 21, 2017 meeting.